

1.0 Purpose

1.1 The purpose of this policy is to outline the rules and regulations students must follow during their Holistic Placement (HP).

2.0 Overview

2.1 Students undertake Holistic Placement the with dual aim of consolidating and enhancing their off-the-job learning and gaining experience in a workplace situation. Quality College of Australia (QCA) requires students to complete academic coursework during HP.

2.2 HP will usually be classified as occasions worked in a commercial kitchen (or kitchens) by a student during their second semester of their study. A student must complete 48 occasions within a minimum of 6 weeks.

3.0 Procedure

3.1 Students will attend a meeting held by the International Student Support Officer (ISSO), during week 2-4 of Term two of the first semester.

3.1.1 Students will be informed of the following:

- i) what is involved with the placement
- ii) the necessary process of what is required
- iii) to discuss the paperwork
- iv) to discuss how the shifts are recorded in the online logbook
- v) the dates and the hours that HP is to be undertaken
- vi) the implications of no placement etc.

3.1.2 **At the meeting students will be provided with the following documents**

- i) Holistic Placement Agreement*
- ii) Holistic Placement Semester Information
- iii) Holistic Placement Employer Letter
- iv) Holistic Placement Policy

***It is mandatory for students to have the HP Agreement returned to the ISSO 2 weeks prior to the end of first semester. Please refer to section 4.6 if the agreement is not returned by due date.**

3.2 Students are encouraged to find their own venue for HP. If required, the ISSO will assist students to source a venue for their HP. It is preferable that a student only uses one venue for their HP. If a student uses more than one venue, a HP Agreement must be returned for each venue. All venues are to be approved by the Placement Coordinator prior to placement commencement.

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- 3.3** The ISSO will visit the students fortnightly between week 2 and 8 of term two of the first semester to follow up on returned HP Agreements and to answer any questions students may have.
- 3.4** Two weeks prior to the end of the first semester, the ISSO will hold an HP meeting to confirm and collect the remaining HP Agreements. Students who have returned their HP Agreement(s) will be provided access to the “placement logbook” in the aXcelerate app where logbook entries will be completed.
- 3.5** Where the online aXcelerate app is offline, a paper logbook may be required to be filled out. Or where a student can demonstrate compassionate or compelling reasons a paper logbook can be provided.
- 3.6** The HP venue supervisor (supervisor on the HP Agreement Form) will be sent a “new user invitation” to aXcelerate, the supervisor will create a user account from the link and set a password. Once a user account has been created supervisors can download the supervisor app and approve the HP placement shifts
- 3.7** The Placement Coordinator will visit or call a student’s HP workplace once during the HP. The Placement Coordinator will need to have a discussion with the Head Chef/ Manager of the venue. It is preferred but not necessary for the student to be present during this visit.
- 3.7.1** The workplace visit will be anytime within the 6 weeks HP period.
- i)** The ISSO will have a discussion with the student and employer/manager to ensure that the placement is going well.
 - ii)** During this time, the required monitoring and feedback forms will be explained and completed. Other issues, such as insurance cover documentation, and the completion of a Venue Checklist needs to be completed.

4.0 Obligations

- 4.1** The Placement Coordinator is to record all communication with the employer and student on the aXcelerate placement record. Issues and/or problems are to be resolved and recorded. This may require extra visits, or under certain circumstances, a removal of the student from the venue. At all times, the welfare and best interests of the student and the integrity and reputation of the college must be promoted and upheld.
- 4.2** A student must inform the Placement Coordinator of a change of venue immediately. It is important for a student to understand that if they choose to change venue, they must leave on good terms. It may be that once the Placement Coordinator has contacted both parties, that an issue or misunderstanding is resolved, and that the change does not occur. If the move stands, new documentation will need to be completed with the new employer, refer to section 3.6.1 and 4.7. The student will need to continue to fill out their HP logbook at the new venue. Copies of the new documentation must be provided to the Placement Coordinator. New dates for the workplace visit will need to be established with the new employer.
- 4.3** Students must understand that they will be expected to behave and act in a manner that would be acceptable by QCA and the employer, and that the course rules will apply during the placement. Nonattendance, poor progress, a bad attitude, being under the influence of drugs &/or alcohol etc will not be tolerated, and the

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offending student will be disciplined according to the policies and procedures of the college. The ISSO (and employer) can terminate the HP at any time if these standards are not addressed to.

4.4 The ISSO will keep all documentation in the aXcelerate placement record to refer to during the HP.

4.5 Under the terms of a student visa, a student is required to study for 20 hours per week with a minimum attendance percentage of 80%. These conditions still apply during the HP. For the HP, a student is required to complete a maximum of 20 hours per week in a commercial kitchen over a minimum 6-week period (48 occasions in total). During this time, it is also mandatory for a student to:

- i) Inform QCA of any change of details – living address, contact phone number etc.
- ii) Inform QCA of any change to work placement venue.
- iii) Inform QCA is unable to fulfil their placement hours of 20 hours per week.
- iv) Organise a workplace visit with the Placement Coordinator by appointment

4.5.1 If at any point during the HP semester, a student fails to meet the attendance requirements outlined in section 4.5, they will be issued with a warning letter via email, which will highlight their breach of student visa condition.

4.5.2 Should a student receive a warning letter, they are required to contact the ISSO immediately and make arrangements to rectify their situation.

4.5.3 Should a student choose to ignore the warning letter, a report will be made to the Department of Home Affairs through via Provider Registration and International Student Management System (PRISMS) for breaching the terms of their student visa due to poor attendance. This may result in a cancellation of their student visa.

4.6 Should a student fail to return their HP Agreement and has not secured a venue for placement by the start of semester 2, they are required to attend scheduled class at the QCA campus for a minimum of 20 hours per week. In this case, please refer to QCA's Attendance Policy for attendance requirements.

4.7 If a student leaves their HP placement for any reason, the student must inform the ISSO immediately and return back to scheduled class until another HP venue is sourced and approved by the ISSO.

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